



Automated Incident Capture System - [Original Information]

File Print Screens Search Actions Help Tue, Dec 11, 2007 (1145)

Transmit - F11 Back - Ctrl+B PieFill - F5 Close - F4 Clear - F3 Ready

Action INQ Incident 028 8904285 - 07 Status Open Reason External Documents

Security Level 1 Level Date of Incident 12 / 09 / 2007 Date of Report 12 / 09 / 2007

On / After 12 / 09 / 2007 1040 Sun, Dec 09, 2007 12 / 09 / 2007 1136 Sun, Dec 09, 2007

And Rules

**THE AICS INFORMER**

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The AICS INFORMER replaces the NAVIGATOR newsletter which originated shortly after the rollout of AICS. This publication is created by the RMS/AICS section within CJIC and is intended to be used as a reference guide. The compilation of articles are new and/or recreated from previous NAVIGATOR newsletters to provide support and user information in an easy readable format for the user. Questions, comments, clarification, or suggestions regarding the newsletter or future newsletters can be addressed by contacting F/Lt. Dale Peet at 517.636.4518 or peetd@michigan.gov.

## AICS UPDATE - *Where are we now?*

### Where we were.

As most of you know a few years ago, the department tried to move forward by selecting a new Report Management System (RMS). The new application was to replace our existing antiquated AICS application that was introduced to the field as a stand-alone application in 1996. The Law Enforcement Agency Management System (LEAMS) was introduced as a pilot in 2002. Over the next 4 years LEAMS was rolled out to 11 posts and 5 local agen-

cies. In August 2006, MSP decided to discontinue the project. In August 2007, after the data from LEAMS/NetRMS was converted into AICS, the LEAMS/NetRMS servers were shut down.

### What we have done and where we are headed.

The AICS unit, along with DIT services, have converted all the narratives and attachments that were typed and entered into LEAMS/NetRMS into the existing AICS database. The archiving of AICS inci-

dents has taken place for the first time since AICS has been online. AICS reports created between 1996 through 1998 have been archived. The user will receive a message stating "Narrative has been Archived" when an attempt to pull up the narrative is initiated. All the person and property information will remain online and accessible for those incidents, see related article ARCHIVED. (Below) Currently plans are underway to completely remove AICS See UPDATE, Page 4

Statistics (10/2007)	AICS	NetRMS/LEAMS (Past)
Number of Incidents	2,656,169	120,849
Property Items Entered	1,250,231	81,813
Persons Entered	5,380,282	256,496

## AICS Archive Narratives 1996-1998

All AICS Incident narratives created by MSP users for 1996 through 1998 have been archived. Narratives were archived back in October due to record space limits on the mainframe. Incidents data for 1996 - 1998 will still be available through AICS Incident Book, Person, and Property searches. Narratives for the archived incidents will display a message that notifies the user that narratives have been archived.

AICS Unit is working with DIT Services to reinstate all narratives that have an incident status of Open, Inactive, or Pending Property in Possession. Once these narratives have been reinstated the field will be notified through Official Correspondence.

Contact the Freedom of Information Unit (FOI) for archived narratives at 517.322.5549.

AICS is currently working with the Department of History Arts & Library (who currently holds MSP Archived microfilmed data) to determine a better solution that will allow the field to access their archived narratives without having to go through FOI. \*



## How to Change the Date of an Incident

AICS will not allow the “Date of Incident” to be changed if a person has been entered as a suspect, arrested, or apprehended and or property has been entered on the detail screen. The steps to change the “Date of Incident” are:

1. If a property entry has been made on the Detail screen, AICS will not allow changes to the “Date of Incident.”
  2. Temporarily change people that are marked as a “Suspect,” “Arrested,” or “Apprehended” to “Other” and transmit an action of CHG. (A warning message will occur stating that you may lose your arrest information, select “OK”.) You will have to re-enter the arrest information after changing the “Date of Incident.”
  3. Return to the Original screen and select the “Date of Incident,” delete what is there and key in the correct information. Transmit an action of CHG.
  4. Go to the Person screen and change the person(s) back to his/her appropriate status. Transmit an action of CHG.
- 

## RECORDING ARRESTS IN AICS

WARRANT ARREST REPORTING – continues to be an ongoing issue within AICS. Reports are in error internally on the backend of AICS at CJIC and need to be corrected due to users improperly inputting the arrest information. For example, users attempting to carry an Original (3500) arrest when it should be carried as a Fugitive (5000) arrest.

### ORIGINAL WARRANT ARRESTS

#### Original Warrant held by the Arresting Police Agency

- Complete Arrest Supplemental Report.
- Apprehension Type: *Patrol or Summoned/Cited, NOT Warrant/Fugitive.*
- Arrest Charge will be the Original Charge(s) of the warrant.

#### Original Warrant NOT held by the Arresting Police Agency

- Open a new incident with the associated File Class pertaining to the charges on the Warrant.
- Carry the arrest as an assist and enter the originating agencies ORI into the Assist ORI field on the Original screen.
- Apprehension Type: *Warrant/Fugitive.*
- Arrest Charge will be the Original Charge(s) of the warrant, not 5015.



### BENCH WARRANT ARRESTS

- Open a new incident, File Class of 5000 – Obstructing Justice
- Apprehension Type: *Warrant/Fugitive*
- Arrest Charge: 5001-5099
- Status: 7 – TOT Other police department

### ORIGINAL WARRANT (your agency) AND BENCH WARRANT NOT HELD BY THE ARRESTING AGENCY

- Add a supplemental report to the original incident.
- Add a Seq. File Class of 5000 – Obstructing Justice
- Apprehension Type: *Patrol Arrest or Summoned/Cited, NOT Warrant/Fugitive.*
- Arrest Charges (2): -First Charge will be the Original arrest charge code.  
-Second Charge will be 5001-5099 for the Bench Warrant.

Note: *The Incident should not be carried as an Assist. If an Assist ORI is entered, the Original arrest stat will not be sent to MICR and your agency will not receive credit for the original arrest.*

**(LEOKA)**  
*Law Enforcement  
 Officer Killed and  
 Assaulted*

## MICR ERRORS

The AICS Unit has been seeing the same errors repeated each week and would like to take a minute to review them and explain why they are errors.

Unfortunately, the errors are not on the front end, so they are allowed to be checked ready for review and approved.

The first error that needs to be explained is within the File Class portion of AICS. With certain file classes “**ACTIVITY**” is required, which you are doing. However, “**NONE**” is not acceptable. The file classes that need something besides **NONE** are: 24002, 25000, 28000, 35001, 35002, 37000, 39003, 52001, 52002, and 52003.

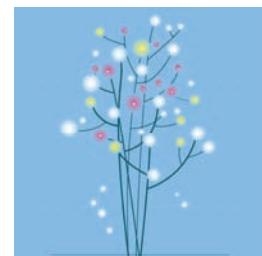
Activity types are:  
**B**=Buying/Receiving;  
**C**=Cultivating / Manufacturing / Publishing;

monthly on the new form provided. The new LEOKA form is available at [http://www.michigan.gov/msp/0.16\\_07.7-123-1593\\_24055-173452--.00.html](http://www.michigan.gov/msp/0.16_07.7-123-1593_24055-173452--.00.html).

If you have any questions regarding this new form contact AICS Section at 517.322.5042.

LEOKA forms will need to be completed by all AICS ORIs until otherwise notified. Currently AICS is in the process of migrating from a mainframe environ-

ment to a server based environment. Once this migration is completed we will begin programming changes required for MICR. \*

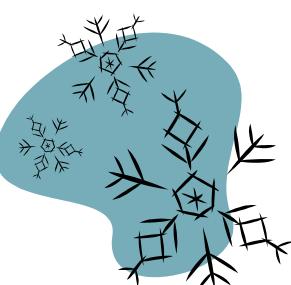


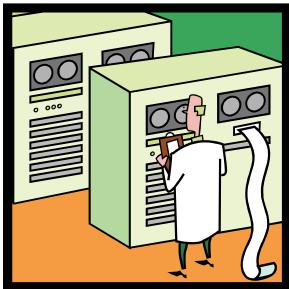
### Homicides

When investigating a possible homicide where there is no body, human bones, or probable cause to believe a homicide has occurred, the investigation should be carried as a suspicious situation 9800-7. Once you have a confirmed homicide change the file class to 0900-1.

Many will not agree with this because they do not want to show they have spent 100 hours working on a suspicious situation. Carry the time on the daily as 0900-1. Doing this will improve the reporting of actual homicides to MICR and UCR for statistical purposes and at the same time will have a positive impact on your agencies solvability rate.

Close unconfirmed 0900-1s as unfounded -2 prior to the end of the calendar year if possible.





*...Many options are being considered as the technology is out there and currently being utilized by other agencies...*

## Update (cont.)

from the mainframe and place the application /data into a server environment. This is being done with all the existing mainframe applications due to a scheduled mainframe shutdown date of July 2009.

### What does this mean to the user in the field?

Ideally, our goal is to have the mainframe conversion transparent for the user. Keep in mind that the AICS screens that we have become familiar with over the years will need to be recreated by DIT for the new environment. The new screens should resemble the old, if not be identical to those you see now. The core functionality of AICS will remain unchanged and no new major enhancements will be introduced. The only slated enhancements to AICS will include three new required MICR fields involving LEOKA. ([see related article LEOKA](#)).

### Are we staying with AICS?

MSP has been looking at a few tentative options. We know that at the very minimum we want true one time entry of information using our associated applications/forms: LEIN, Crash, and Citation, to name a few. Mobile capability on a wireless infrastruc-

ture that supports many types of devices, that allows crime mapping, improved property management, etc.

To do this we could:

- Seek another commercial off-the-shelf (COTS) product that does not conform to MSP's present business process workflow, forcing us to change the way we do business but would allow enhancements.
- Move away from AICS and look for a complete custom rewrite based upon how MSP does business.
- Keep AICS as-is once it's off the mainframe and in a more pliable state allowing programming enhancements and the integration of those needed applications/forms, while keeping our business workflow for the most part unchanged.
- Keep AICS in its present state and continue to add data in the way of persons, property, and narrative information, along with rekeying the same information in over and over into our associated applications/forms all while not being able to do anything with that data. \*

*Many options are being considered as the technology is out there and currently being utilized by other agencies.*

## How to Change the File Class

How do I change a file class when the drop down list arrow is missing?

1. Has the incident been reviewed?  
A. Yes (Incident needs to be unreviewed)
2. Does the incident have a victim (business or person)?  
A. Yes ( The victim must be disconnected from the file class)

Steps to change a file class:

1. Disconnect the Victim from a file class by going to the Person and/or Business screens to change the person and/or business from Victim to Other. Transmit and action of CHG.
2. Return to the File Class screen to change the file class. Primary and sequential file classes can be changed on the file class screen. The drop down list arrow at the end of the file class field indicates that no victim is connected.
3. Return to the Person and or Business screens and change them back to Victims. This will reconnect them to the new file class.

Why? MICR requires that certain file classes have victims connected to them. To ensure that the file classes are consistent in the file class screen and the victim information screen, you are not allowed to change the file class that has a victim connected. This also ensures editing of the data will occur. \*





## Person Entry shortcut — *Don't retype!*

Do you enter the same people over and over into AICS? Use the Person Search to eliminate re-entering those people. This procedure will insert a previously entered person into your AICS incident.

1. Once you are in your incident click on the PERSON button at the bottom of the ORIGINAL screen.
2. On the person screen click the SEARCH drop down at the top and select PERSON SEARCH.
3. Place a check in the Statewide box, if needed, or leave unchecked for a search within your ORI only.
4. Fill in the Person Screen NAME fields (First/Mid/Last/Race/Sex/DOB) as complete as possible to narrow your search.
5. Click the SEARCH button.
6. Your results will be listed, double-click a result to verify the person information you need or a result close to it.
7. If it is not the person you are looking for click on the BACK button and select another result.
8. When you have the correct person on the PERSON screen click on the PREFILL button at the top of the screen.
9. The incident number and ORI information will change to that of the Original screen you had previously opened.
10. After selecting PREFILL you can edit/update the person information if needed including the Phone/Numbers/SMTs.
11. Change the Person Type to the proper entry for the incident.
12. Select ADD and then Transmit, the person is now contained within your incident.

*"...after doing this a couple of times it's easier especially when entering those repeat offenders that are in the system multiple times..."*

The screenshot shows the AICS Person Information screen. At the top, there are menu options: File, Print, Actions, Help, and More. Below the menu is a toolbar with buttons: Transmit - F11, Back - Ctrl+B, PreFill - F5, Close - F4, Clear - F3, and Ready. The main area has an Action dropdown set to ADD, an Incident field with value 055, and an ORI field with value MI8005500. A Person Type section includes checkboxes for Arrested, Suspect, Witness, Officer Fill, Complainant, Indicted, Other, Suppressed, and Apprehended. Below this are fields for First Name (THOMAS), Middle Name (WAYNE), Last Name (FITZGERALD), Suffix, Ethnicity, Race (W - White), Sex (M - Male), DOB (07 / 25 / 1962), Height (5' 10"), Weight (203), Hair (BRO - Brown), Eye (HAZ - Hazel), and Address fields for P.O. Box/Building (35), Street (LAKE), Sufx (AVE - Avenue), Num (65806), Dir, Apt/Suite, Zip (49013), City (BANGOR), and State (MI - Michigan). At the bottom are buttons for First, Next, Prev, Last, Arrest Info, Victim Info, Phone, Numbers, SMT's, and Original. The value 0000 is displayed in the center. Red annotations highlight the following steps:

- 12. ADD/Transmit (highlighted in red)
- 8. Select PREFILL/F5 (highlighted in red)
- 11. Update the Person Type (highlighted in red)
- 10. After selecting PREFILL be sure this information is correct/up-to-date (highlighted in red)



## New Arrest Codes for 2006 & 2007

### 0900-0

0913 - Human Trafficking Causing Death  
0996 - Deliver Controlled Substance  
Causing Death

### 1000-0

1010 - Human Trafficking  
1011 - Human Trafficking Causing Injury

### 2600-0

2609 - Identity Theft  
2610 - Personal Identifying Information-  
Obtain/Possess/Transfer  
w/Intent to Commit Identity Theft

### 3500-0

3546 - Meth. - Deliver  
3547 - Meth. - Possess

3548 - Meth. - Use

3549 - Meth. - Manufacture

3596 - Ephedrine/Pseudo—Possession  
>12 Grams

3551 - Meth. - Operate/Maintaining Lab  
3552 - Meth. - Maintain Lab In Presence

Of Minor

3553 - Meth. - Maintain Lab Involved  
Firearm/Harm Dev

3554 - Meth. - Maintain Lab Involve Near  
Specified Place

3555 - Meth. - Maintain Lab In-  
volve Haz. Waste

## QUICK TIPS

### WHEN ENTERING STOLEN PROPERTY -

When entering Property Items as STOLEN be sure to type in a DATE/TIME STOLEN. If and when the property is marked as RECOVERED and/or DISPOSED and there is no DATE/TIME STOLEN entered, the report cannot be CLOSED and AICS will not allow you to enter the DATE/TIME STOLEN at this point. There are no built in edits within AICS to prevent the user from leaving this field blank, it should be a mandatory field.

### ENTERING YEAR OF BIRTH

Last but not least, when you have an unknown suspect or victim don't use the year 1900 or the current year for the DOB. Instead enter an approximate age. When you use the year 1900, it shows the age of 99 and the FBI flags them for verification.



### ATTEMPTED MURDER

Remember to carry  
as a 1300-2, not  
0900-1

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